

SETTING UP A DEDUCTION THAT HAS A TOTAL BALANCE OWING

1. Hover on *Setup* and click on *Team Manager*:



2. Click on the applicable team member:

Tea	am Manager										Add Team I	Aember Le	ave Cal	lendar
Searco Actio	ns (selected) v		Job Title		Access Level	v Team	Remu Status active v viewing records : 1 to	GO GO GO GO GO GO GO GO GO GO	ay Frequency all	Employee Type		Location		*
	Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)	Act	tions
	Elizabeth Green		Administrator		Liz		-	salary	fortnightly		Admin only	no location	8	O
	George Hamilton	Farm Manager	Farm Manager		george@gmail.com / George	123-456-789	10.00	salary	fortnightly	60400.00	Full-time	 Waihou Farm 	8	C
	Harry Brown	Relief Milker	Relief Milker		hannah.raza@agrismart.co.nz / Harry	111-222-333	-	wages	fortnightly	-	Casual	 Kaireka Farm 	Ø	C

This will bring you to the following screen:

Ed	it Team Mem	ber							G	eorge Ham	ilton 🔹
٢	General	Employment Details	Pavroll	Leave	Pav	roll Audit	Notes	Reminders	User Files	Skills	Preferences
Ľ			· · ·								
		Username : *	George								
		Password : *				minimum 8 cl	haracters (mir	nimum 2 numbers, o	case sensitive)		
		First Name : *	George								
		Last Name : *	Hamilton								
		Employee Type : *	Full-time		Ŧ						
		Remuneration Type : *	salary		Ŧ						
		Email Address :	george@gmail.	com							
		Job Title :	Farm Manager								
		Team :	no team		Ŧ						
		Primary Location :	Waihou Farm		Ŧ						
		Other Locations :	Select Some C	ptions							
		Access Level :	Farm Manage	r	v						
	Health and	Safety Responsibility Level :	manager		Ŧ						
		Roster display colour :	test								
		Hide rostered days off :	1								
	Exclud	de from Rosters and Tasks :									
		Pay Week Ending Day :	Sunday		Ŧ						
		Exclude from dashboard :									
	Access	Timesheet Viewer Report :	* this overrid	es access lev	el						
		rimesneet Supervisor :									
											save >>
<u> </u>											

3. Click on the *Payroll* tab:

feam Member									George	lamilton	
eneral Employment De	tail	Payroll	.eave	Payroll Audit	Notes	Reminders	User Files	Skills	Preferences		
	Auto	Payslips Tax Code IRD Number create Payslips Payslip Option	: <u>Report L</u> : M : 123-456-1 : (will t : Email	atest 789 ve created 0 days after O Print ® Email &	the end of the Print O No E	e pay period) imail / Print					
Regular Payments											
Add regular payments this team me	mber w	ill receive each	pay where t	he end date falls betwe	en from and t	io.					
f dates are left empty, payments wi	l be inc	Juded indefinitel	¥.								
Category	٥	Description		Amo	unt	From	То		exclude from	KiwiSaver 😧	+
Rent	٠	Rent		\$ 2	00.00	from	to				×
Desules New Texable Allow											
Regular Non-Taxable Allow	ances										
Add regular non-taxable allowances f dates are left emoty, payments wi	team n	nember will rece	ive each pa v	y where the end date t	talls between t	from and to.					
Category		Descri	ption		Amo	ount	From		То		+
	•	Wet V	leather Ge	ar	\$ 1	4.25	from		to		×
Wet Weather Gear											
Wet Weather Gear Phone Allowance	٠	Phon	Allowance	•	\$ 8	.50	from		to		×

4. Scroll down to the *Other Deductions* section:

Other Deductio	ns						
Add Payslip deducti	ons						
If dates are left emp	ty, deductio	ns will be included indefin	itely.				
Category	¢	Description	Total Amount	From	Amount Per Pay Period	Balance	+
	Regu	ar Child Support Paymer	its :				
		Regular Taxable Extra P	ay :				
		Tax on Extra P	ay :				
	Compulsor	y Student Loan Deductio	ns : 0	% From	to		
	Voluntar	y Student Loan Deductio	ns : \$ 0	from	to		

5. Click on the plus icon:

Other Deductions					
Add Payslip deductions					
If dates are left empty, deduct	ons will be included indefinitely				
Category	Description	Total Amount	From	Amount Per Pay Period	Balance +
Reg	ular Child Support Payments :				
	Regular Taxable Extra Pay :				
	Tax on Extra Pay :				
Compuls	ory Student Loan Deductions :	0	% From	to	
Volunt	ary Student Loan Deductions :	\$ 0	from	to	

This will bring up the following screen:

Payslip Deduction : Geor	ge Hamilton	+ Add Other Deductions	Other Deductions Report
Add Payslip Deduction			
Team Member :	George Hamilton	•	
Total Amount :			
Amount Per Pay Period :			
Category :	select category 🔻		
Description :		li.	
Bank Account Number :			
Bank Account Name :			
Reference :			
Code :			
Particulars :			
Start Date :	Aug 22 2019		
		save	

- 6. Enter the following details:
 - *Total Amount* total amount owing by the employee
 - Amount Per Pay Period the amount that is to be deducted from the employee per pay period
 - Category (optional) used for General Ledger integration
 - Description what the deduction will come through as on the employee's payslip
 - Bank Account Number (optional) of the person/company the employee's deduction is being paid to

- Bank Account Name (Optional) of the person/company the employee's deduction is being paid to
- Reference (optional) to come through on the receiver's bank account statement
- Code (optional) to come through on the receiver's bank account statement
- Particulars (optional) to come through on the receiver's bank account statement
- Start Date when the deduction is effective from. *Please note that this date needs to fall in the pay period the deduction is effective from, not the first pay date of the deduction*

Example shown below:

Add Payslip Deduction	
Team Member :	George Hamilton
Total Amount :	4500
Amount Per Pay Period :	60
Category :	WINZ T
Description :	WINZ
Bank Account Number :	03-0049-0006243-025
Bank Account Name :	Work and Income Debtor's Payment Account
Reference :	D123456789
Code :	
Particulars :	G Hamilton
Start Date :	Aug 22 2019
	🖺 save

7. Click Save:

Add Payslip Deduction	
Team Member :	George Hamilton •
Total Amount :	4500
Amount Per Pay Period :	60
Category :	WINZ •
Description :	WINZ
Bank Account Number :	03-0049-0006243-025
Bank Account Name :	Work and Income Debtor's Payment Account
Reference :	D123456789
Code :	
Particulars :	G Hamilton
Start Date :	Aug 22 2019
	B save

You will be notified that the deduction has saved successfully:

	0 up	date successful	
Edit Payslip Deduction			
Team Member :	George Hamilton	v	
Total Amount :	4500.00		
Amount Per Pay Period :	60.00		
Category :	WINZ •		
Description :	WINZ	1	
Bank Account Number :	03-0049-0006243-025		
Bank Account Name :	Work and Income Debtor's	Payment Account	
Reference :	D123456789		
Code :			
Particulars :	G Hamilton		
Start Date :	Aug 22 2019		